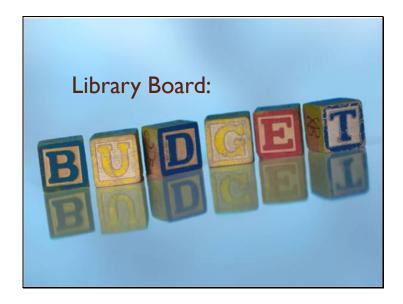
Slide 1



Slide 2

Library Board:

Monitor Budget

Plan Budget

Manage Money

Slide 3



- Government funds must be approved for expenditures
- Ability to Spend Money
- Authority to Spend Money
- All funds tied to taxpayer money is appropriated

50.0

Slide 4

Monitor Budget

- Abundance
- Sufficient
- Fiscally Hungry



Slide 5

Monitor the Economic Climate

- Assessed Value Going Up or Down
- Property Tax Caps Influence Available Revenue
- Growth Quotient Based on Income
 - · 2010 3.8%
 - · 2011 2.9%
 - 2012 Available in July 2011



www.in.gov/dlg1

Slide 6

Monitor the Library Climate

- Is Library Budget Growing or Decreasing?
- What Are Demands in Community for Library Services?
- Examine Expenditures for Current Year



Slide 7

Plan Budget



- Timeline of Long Range Plan: 3 to 5 Years
- One Year Plan

Slide 8

Plan Budget



- Current Operating Fund Balance
- Library Improvement Reserve Fund (LIRF)
- Rainy Day Fund

8

Slide 9

Plan for the Future



- Rainy Day Fund A fund where previous budget surpluses can be transferred to stabilize future revenue disruptions
- LIRF Library Improvement Reserve Fund is the fund used to accumulate balances in advance for capital improvements

Slide 10

Funds Accounting and Tax Rates



- Operating Fund
- Library Improvement Reserve Fund
- Rainy Day Fund
- State Technology Grant Fund
- Requirement to Submit LAR I Annual Report to State Board of Accounts

Slide 11

Total Budget



- Total Budget: All the Funds
- 18 Month Process

-11

Slide 12

Fiscally Hungry



- Borrow Funds
 - Tax Anticipation Loan
 - Inter-fund Transfer
 - Transfer Among Categories
- Additional Appropriation
 - Similar to Annual Paperwork
 - Requires Advertising and Expenditure for advertising

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Slide 13

Library Budget Forms



- Form I Expenditures
- Form 2 Revenue
- Form 3 Notice to Taxpayers of Budget Estimates and Tax Rates
- Form 4b Referred to as 16 Line Statement
- Form 5 Is No Longer Required By Library
 - Electronic submission of budget to auditor
- DLGF Gateway

http://www.in.gov/dlgf/8918.htm

Prescribed by the Stefantheast of Local Government Feature Library Budget Estimate ID YEAR CO TYPE For the Calendar Year Ending December 31,	Library Budget Forms • Form I Expenditures	DLGF: Home
	Library Budget Estimate ID YEAR CO TYPE For the Calendar Year Ending December 31,LibraryLibraryLibraryLounty Prepare a separate estimate for each fund. Fund ltems TotalLibraryLibraryLibrary	Display of Category 1 Personal Services

Slide 15

Form I: Expenditures (Estimate)

- Personal Services
 - Salaries
 - Social Security and Medicare (FICA)
 - Others (PERF, Insurance, etc.)
- Supplies
- Other Services
- Capital Outlays
 - 7.5% of operating funds for collection development

Slide 16

Standards (590 IAC 6) Associated with Expenditures

- Collection Development 7.5% of operating funds minimum
- Communication
 - Telephone and answering machine or voice mail
 - Email, copier, fax machine (scanner optional)
- Delivery Service 1, 2, 3 days a week tied to population served
- Director
 - Hours
 - Salary and benefits (Social Security and Medicare required, insurance and other if available)
 - · Certification tied to population served

Slide 17



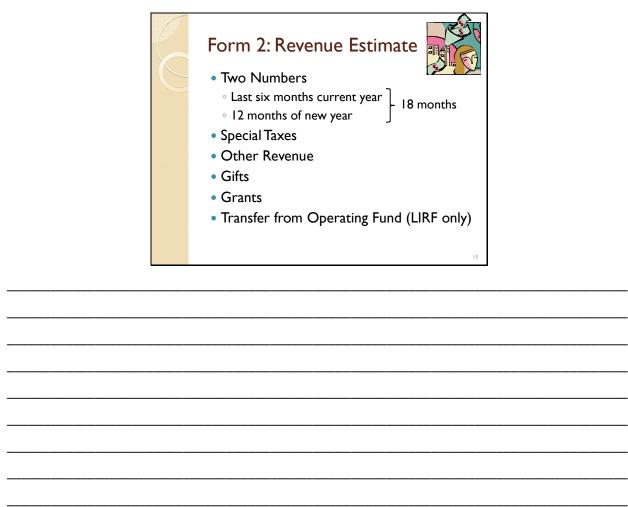
- - · Meet federal, state and local building, health and safety codes
 - Meet ADA or provide accommodations for service
 - Maintenance
 - Service requirements
- Hours (20, 40 or 55 a week, tied to population served)
- Programs
 - 12 programs a year minimum (more programs tied to population served)

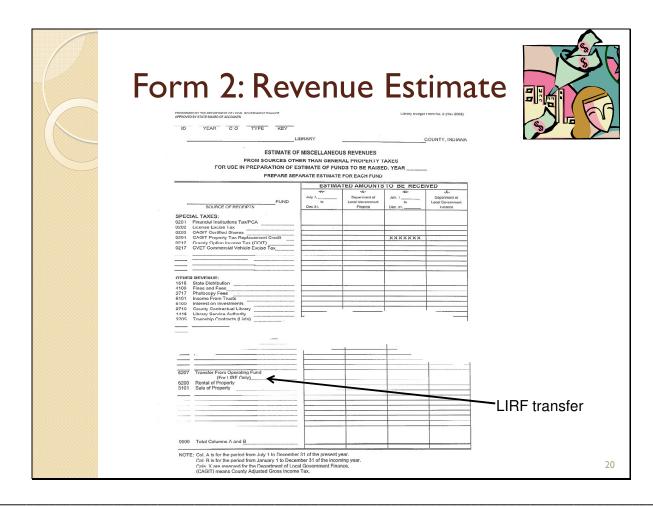
Slide 18

Standards (590 IAC 6) Associated with Expenditures (3)

- Staff
 - Age-related services
 - Salaries and benefits (Social Security and Medicare required), insurance and other if available
- Technology
 - Web site
 - Computers connected to Internet, Printer

 - Integrated library system searchable online





Slide 21

Special Taxes on Form 2

- Local Option Income Tax
 - Fund local costs with local income instead of property tax
 - Alternative source of revenue for county
- DLGF presentation on Local Option Income Tax is found at

http://www.in.gov/dlgf/7343.htm



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Slide 22

Form 4b Budget Estimate

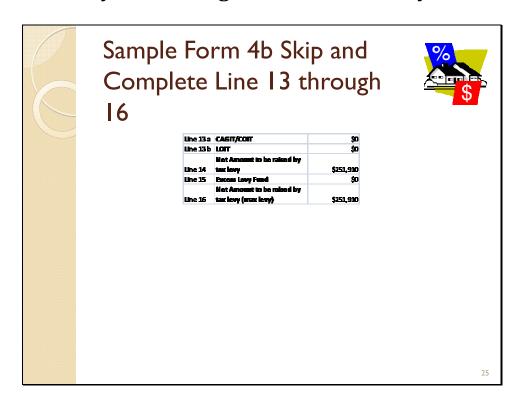


- 16 Line Statement
- Estimate of Tax Levy and Rate
- Tax Rate x (AV / 100) = Tax Levy or Tax Levy / (AV / 100) = Tax Rate
- For Example Assessed Value is \$100,000,000
- Library needs Tax Levy=\$100,500
- Tax Rate=100,500/1000000 or .1005

	PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE				Budgett Form 4-B (Rev.	\$ /	
	APPROVED BY STATE BOARD OF ACCOUNTS					•	
	ID YEAR CO TYPE FUND BUDGET ESTIMATE- FINANCIAL STATEMENT-	PROPOSED TAX RA	ATE				
	TAXING UNIT		COUNTY				
00000	FUND Type of the form 1) (This form is to be prepared for each fund the form 1) (This form is to be prepared for each fund the form 1) (This form is to be prepared for each fund the form 1) (This form is to be prepared for each fund the form 1) (This form is to be prepared for each fund the form 1) (This form is to be prepared for each fund the form 1) (This form is to be prepared for each fund the form 1) (This form		NET ASSESSED V	ALUATION			
	(NOT TO BE 1	PUBLISHED)	не от атгарргорпавот)				
		MOUNT USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	"AX ADJUSTMENT BOARD	DLGF FINAL ACTION		
	FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR		8001	BUARU			
	Total budget estimate for incoming year. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation.						
	unexpended						
	Additional appropriation necessary to be made July 1 to December 31 of present year						
	Outstanding temporary loans a. To be paid not included in lines 2 or 3						
	b. Not repaid by December 31 of present year						
	5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)						
	FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:						
	Actual cash balance, June 30 of present year (including cash investments)						
	7. Taxes to be collected, present year (December settlement)				***		
	Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year						
	(Schedule on File): a. Total Column A Budget Form 2 Revenue (form 2)						
	b. Total Column B Budget Form 2 9. TOTAL FUNDS (Add lines 6, 7, 8s and 8b)						
	 Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) 						
	Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	Operating B	alance				
	12. Amount to be raised by tax levy (add lines 10 and 11)						
	13. a. Proporty Tax Replacement Credit from Local Option Tax 13. b. Proporty Tax Lovy Freeze from LOIT		-				
	14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13+A10a and 13b from line 12) 15. Levy Excess Fund applied to current budget	YYYYYYYYYYYY	XXXXXXXXXXXXXXXX	XXXXXXXXXXX			
	16. Net amount to be raised	Tax Levy					
	17. Net Tax Rate on each one hundred collars of taxable property	Tax Rate					
						22	
						23	

Slide 24

Sample Form 4b Lines I through 10 \$250,000,000 \$334,000 \$176,910 **\$**0 \$510,910 \$109,270 \$204,839 Total Column A Form 2 \$41,462 Total Column B Form 2 \$427,323 **Total Funds** expenses to December \$1 of Incoming year (deduct line 9 \$83,587 Line 10 from 5 Additional appropriation may occur if library receives LSTA money that has to be spent out of operating fund in the current budget. 24

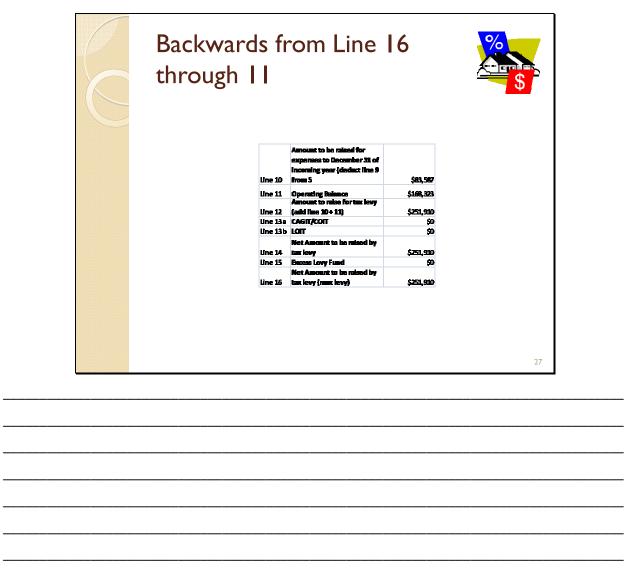


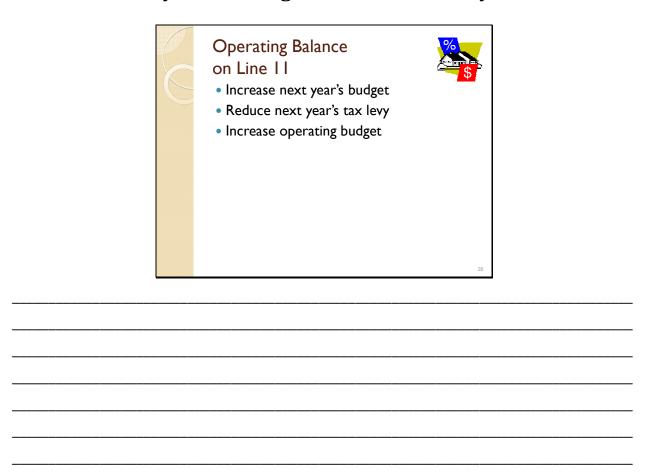
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Local Option Income Tax (LOIT)

- Since 2007 counties have alternative source of revenue to fund local costs with local income instead of property tax
- See the following resources for more information:
 - DLGF LOIT Factsheet at http://www.in.gov/dlgf/7343.htm
 - Legislative Services Agency Tax Handbook at http://www.in.gov/legislative/pdf/TaxHandbook 10_online.pdf

Slide 27





Slide 29

	Form 4	ŀb \	With Tax	c Rate	%
			Accessed Value	\$250,000,000	
SY (SSSS)		line 1	Bullet Estimate	\$334,000	
		Une 2	Econoliums	\$176.910	
		Line 3	Additional Appropriation	50	
		line 4	Tampoury Louis	Śū	
		Line S	Total Funds	\$510,910	
		Line 6	Cash Balance	\$109,270	
		Une 7	Taxas (Documber Sattlement	\$204,639	
		Misselle	noom Revenus		
		Line G a	Tatal Cultura A Form 2	\$41,462	
		line Sh	Total Column B Form 2	\$77,752	
			Total Funds	\$427.328	
		line 10	Amount to be mised for exposure to December 21 of Incoming year (disduct line 9 from 5	\$83,597	
		line 11	Coorniting Balance	\$168,323	
			Amount to what for tax lavy		
			(add line 10+11)	\$251,930	
			CABIT/COIT	50	
		Une 13b	Net Amount to be raised by	Şo	
		line 14	HET AMOUNT TO BE FRIEND BY	\$251,510	
			Excess Lovy Fund	\$0	
			Het Amount to be raised by	_	
		line 16	tax lavy (max lavy)	\$251,910	
			Net Tax lists on each \$100		
		Line 17	tumble property	0.1008	
					29

Form 3 Notice to Taxpayers of Budget Estimates and Tax Levies

- Publication
 - In newspaper circulating in library district
- Notice Shall Be Published Two (2) Times, At Least One Week Apart
 - First time: At least 10 days before the date fixed for the public hearing (IC 20-14-3-10 and IC 6-1.1-17-3)
- Second time: At least 3 days before the event

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Slide 31

Assistance from DLGF Field Representative

- Meet With Representative in July or August
- Library Director and Board Member Brings to Meeting:
 - · Balanced ledger
 - Proposed budgets and estimated revenues.
 - Library will leave workshop with a budget ad to take to the newspaper for publication

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Approval of Budget



- Attend Public Library Annual Workshops in June updates library units on requirements
- DLGF presentation on non-binding recommendation and how to establish library budget calendar after public library gets the hearing date from the county council

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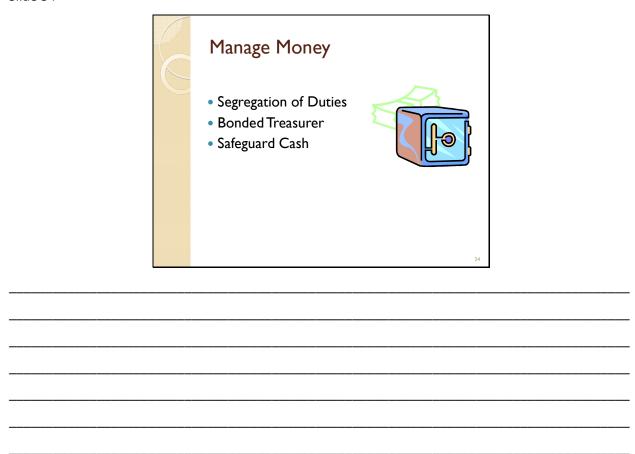
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Budget Calendar



- Available on DLGF Website end of May 2011 (After End of Legislative Session)
- Overview
 - Plan in the summer
 - · Hearing in the fall
 - Approval and submit end of October

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More Information

- DLGF: Library Budget Manual http://www.in.gov/dlgf/4843.htm
- State Board of Accounts Library Accounting Manual http://www.in.gov/sboa/2802.htm
- Public Library Statistics <u>http://www.in.gov/library/plstats.htm</u>
- Public Library Standards Title 590 Article 6

http://www.in.gov/legislative/iac/iac_title?iact=590

Attend Public Library Annual Workshops in June

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